

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
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VACANCY NOTICE

Vacancy Title: **COOK (school-term position)**

Job Order Number: 4083

City: Fulton, MO

Section/Office: MO School for the Deaf

Salary: \$1332 monthly (based on working 209 school days)

Deadline: August 12, 2016 - August 26, 2016

QUALIFICATIONS DESIRABLE CANDIDATES SHOULD POSSESS

(Other qualifications and experience, which in the opinion of the Commissioner of Education meet the requirements of the position may be accepted in lieu of the above.)

Graduation from a standard high school or equivalent education.

Ability to understand and follow verbal and/or written instructions.

Valid MO driver's license.

Must be able to lift up to 100 lbs

Working knowledge of food values and nutrition, and food and physical plant sanitation.

Must meet the required American Sign Language competency level of Novice within 3 years of hire.

EXAMPLES OF WORK PERFORMED

(The incumbent must have the ability to perform the essential functions below with or without reasonable accommodation.)

Prepares one part of a major meal.

Assists in the preparation of several parts of a meal.

Prepares breakfast on an independent basis.

Serves food to students and school employees by dishing food or preparing portions as needed.

Secures proper supplies for the kitchen and records quantities used on forms provided.
Maintains sanitary conditions of kitchen and surrounding area.

Prepares food items for all student activities and special occasions held at the school.

Performs related duties as assigned.

APPLICATION PROCEDURE

Complete a DESE application online at
<http://dese.mo.gov/financial-admin-services/human-resources/application-process>

We do not keep applications on file to submit for other vacant positions. You must submit an application for each vacant position you are applying for.

BENEFITS (FOR A SCHOOL TERM POSITION)

ANNUAL LEAVE: Accrue 10 hours per month for new full-time employees; longer term State employees can earn more. Prorated leave for part-time employees in eligible positions.

SICK LEAVE: Accrue 10 hours per month. Prorated leave for part-time employees in eligible positions.

HOLIDAYS: 11 holidays per year.

RETIREMENT: Coverage provided through the Missouri State Employees Retirement System (MOSERS). Members hired on or after January 1, 2011, are required to contribute 4% of their pay to the retirement system.

LIFE INSURANCE: Term life insurance coverage, equal to one times employee's annual salary, through the Missouri State Employees Retirement System.

OPTIONAL LIFE INSURANCE: Optional term life insurance available with maximum coverage of six times member's annual salary. Plans are also offered for spouse and dependents. Premiums paid by employee.

CAFETERIA PLAN: Easy tax savings on employee's cost for qualified payroll-deducted insurance plans, medical care, and dependent care.

HEALTH PLANS: Employer-paid/subsidized plans available the first day of the following month after employment.

DENTAL PLANS: Delta Dental insurance coverage is available.

VISION PLAN: National Vision Administrators (NVA) is available.

DEFERRED COMPENSATION: A payroll deduction deferred compensation plan available to defer taxes until retirement by investing in mutual funds and a fixed income account is currently provided.

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Missouri Department of Elementary and Secondary Education is an Equal Opportunity Employer. If you have special needs addressed by the Americans with Disabilities Act (ADA), please contact Human Resources at (573) 751-9619, through Missouri Relay System at (800) 735-2966, or via email at hr@dese.mo.gov.

To Our Applicants with Disabilities: For assistance with any phase of the Department process, please notify the Director of Human Resources at (573) 751-9619. Reasonable attempts will be made to accommodate special needs.

TTY/TDD users: Relay Missouri service (800) 735-2966.

NOTICE OF NON-DISCRIMINATION

It is the policy of the Missouri Department of Elementary and Secondary Education not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator–Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number (573) 526-4757 or TTY (800) 735-2966, fax (573) 522-4883, email civilrights@dese.mo.gov.